

Tri-Mission France

Foreign National Student Intern Program

Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: February 9, 2015

Internship: Cultural Heritage Program,
Embassy Paris

Deadline
to apply: Until filled

Internship Description

The Cultural Heritage Program (CHP) is continually updating its archives and information on the heritage collection of fine art, furniture and decors in the Tri-Mission properties. One of the most valuable pieces of the Cultural Heritage Collection is the Wallace Library collection of books and documents on Franco American relations since the 18th century. The intern will update the inventory finish a new inventory project and working with the US Library of Congress and the US State Department Office of the Historian develop a digitalization program for a certain number of items. The intern will do internet research to determine rarity of certain books and develop a proposal for restoring those needing restoration.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Internship period: To be defined

Duration of this internship: 2 months maximum (8 weeks)

(Please specify your preferred time frame in your Statement of Interest)

Description of Duties and Responsibilities:

Working under the supervision of the Cultural Asset Manager, the intern will carry out the following tasks:

- Updating the collection inventory,
- Interfacing with the State Department Office of the Historian and the Library of Congress to digitalize and properly conserve the collection,
- Interface with a restoration specialist the intern will develop a plan for restoration of some of the items.
- There may be possibilities for making recommendations on contemporary books to add to the collection.

Required Skills/Qualifications: (These may be tested)

1. Education: Student pursuing a bachelor degree in Modern Library.

2. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.
- French (Writing-Reading-Speaking) Native speaker.

3. Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create spreadsheets using Microsoft Excel.
- Must be able to create documents using Microsoft PowerPoint.
- Must be able to interpret documents in English.

Application Filing Procedures:

Please choose **only one internship** that suits you the best.

To be considered, intern applicants are asked to submit the four following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your ID card.

Submit application at least two months prior to your internship period to:

ParisRecruitment@state.gov

(Please add “Internship CHP – Wallace Library Collection” to the subject line of your e-mail)

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.